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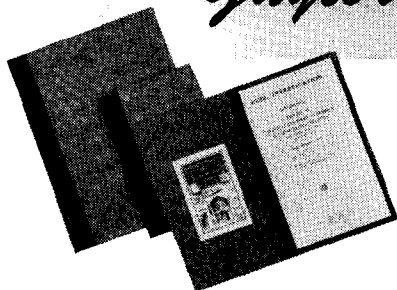
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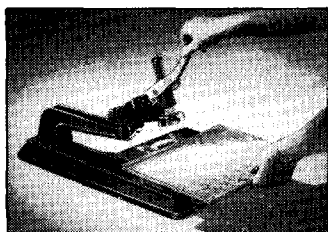


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The U. S. Navy Library System

Mr. Delaney is Librarian and Director of Archives, U. S. Naval Intelligence School, a Post Graduate Division of the U.S. Naval Academy, Washington, D. C.

ANY DISCUSSION of the complex library system of the United States Navy calls for an introductory glance at the history and the modern organizational plan of this department of the National Defense Establishment.

The United States Navy came into being by order of the Continental Congress on 13 October, 1775, three years after the first American naval expedition under Abraham Whipple boarded and burnt the British customs ship, *Gaspé*, off Providence. From the heroic but makeshift beginnings of our sea-fighting forces the United States can look back on an unbroken historical naval tradition of gallantry and service. The activities of the Navy are almost unbelievably varied; some of its duties range from the maintenance of trading posts in the Fiji Islands to the directorship of America's post-war combined intelligence services. The Navy is interested in the latest developments of commissary methods and the advances of the textile industry. With such diversified interests the organization of the United States Navy needs and demands specialists and reference services geared to the tempo of efficiency plus. When reference and research are found to be necessary, libraries and library services follow immediately; and so it is with the Navy Department. To support the purposes of research and information a number of libraries have been established, designed to cover the needs of interested personnel.

In order to better understand the de-

partmental library system of the Navy, one should be familiar with the fundamental policy of the Department, which reads: "To maintain the Navy in strength and readiness to uphold national policies and interests, and to guard the United States and its continental and overseas possessions." The men who have as their trust the carrying out of this mission developed an administrative organization adapted to the needs and circumstances of efficiency, policy, location and expediency. The breakdown of such a scheme places each major naval activity nominally independent of their counterparts with regard to basic research and planning tasks. The accompanying chart¹ shows the chain of authority through which the power and responsibility is delegated. It employs the triangle principle of administration with a strong base pyramiding into a single responsible agent at the top.

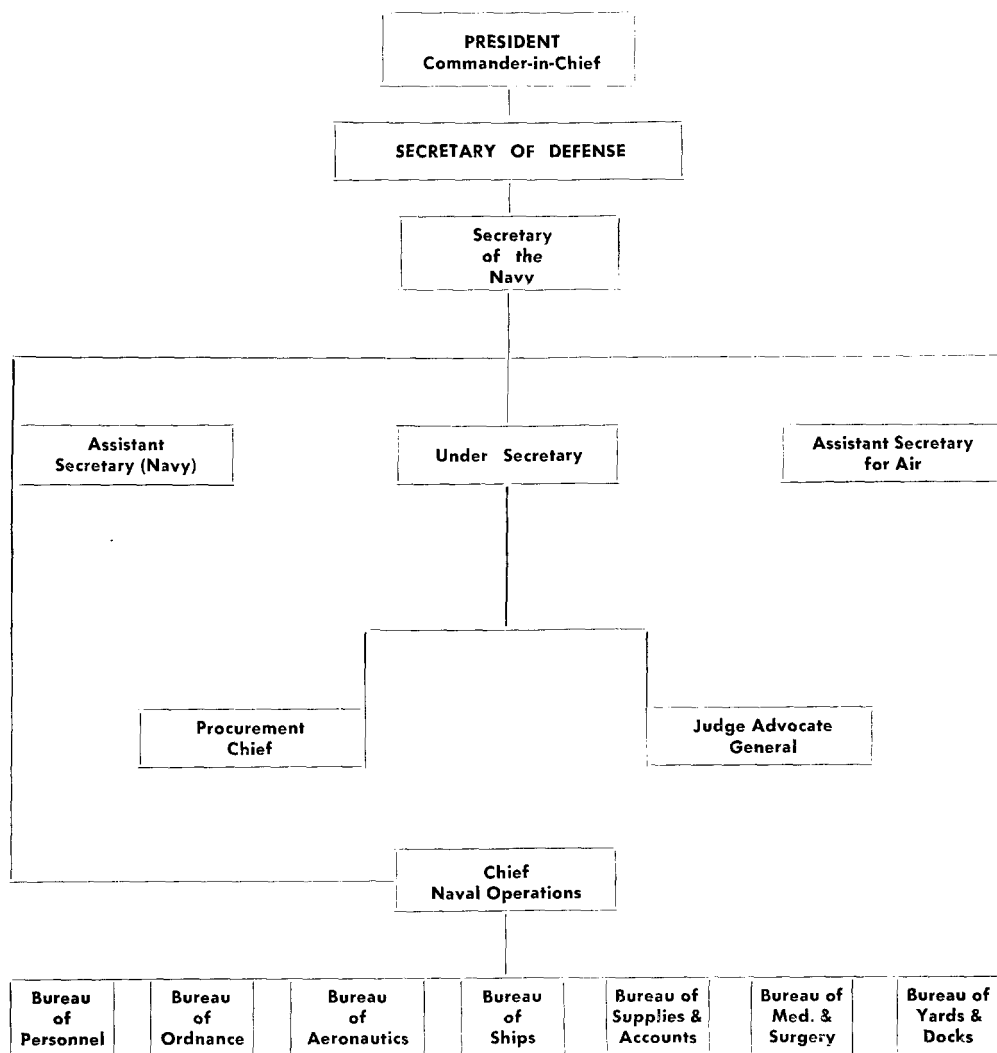
It can be seen from this basic organizational chart of the Navy Department how the myriad duties of a modern navy are handled. For our purposes it is enough to know how each of the seven major bureaus function, in particular with needed reference and information services. This paper will examine the libraries of these departments plus the interesting and important libraries of the Office of the Judge Advocate General (JAG) and the Hydrographic Office. For the record, it should be said that the Navy maintains more than twenty libraries in its extensive system, but this paper will confine itself to the main bureau libraries; a line has to be drawn arbitrarily. For those who may be interested, the

¹ See page 278.

Navy Department counts among its holdings the Naval Research Laboratory Library, the Naval Ordnance Library, world-wide ship-board libraries and the Model Basin Taylor Library.

In the name of conciseness, the following plan will be employed. A discussion of the system as a whole will be undertaken; each bureau will be examined as to purpose for being and the consequent use of library service as applied to the agency's peculiar needs. Finally, an attempt will be made to integrate the library services available with the overall mission of the Navy.

It would be an entirely fair question for any inquiring critic of the Navy departmental organization to ask why the Navy cannot maintain a central library system. Perhaps the most practical answer to be given at present is simply that the physical facilities of the Navy Department are so arranged that it is impossible to bring together and co-ordinate all services of the various bureaus. It may very well be that come the day of adequate building space the Navy will centralize its library system. A plan for just such a change was advanced by the *Metcalf Survey* of 1949



undertaken at the request of the Secretary of the Navy.

On the whole, Navy libraries confine their services to authorized governmental personnel, although they do answer legitimate inquiries from civilian sources. Usually, however, only service people, government agencies and specially screened persons are allowed the privilege of use. The library nearest to direct contact with the general public is the Office of Navy Records and Library with its component Public Information Library. These libraries combine the most general collections of naval material of value to the press, students and interested citizens. Through the medium of the Public Information Library's reference and clipping service, the public at large is kept reminded of the Navy's role in the national design. In addition, specific reference questions of a general nature are answered by this library. It is, in effect, an unclassified propaganda organ quite informal as library administration goes. However, Navy Records, called the Main Navy Library, is a systematically established library founded in 1882. Its collection deals with Naval history, science, architecture, navigation, communications, strategy, tactics, atomic warfare, rockets and guided missiles. It has a special collection of 892 volumes on the world navies written by American, English, French and German experts. Its holdings number approximately 146,000 volumes, 18,000 pamphlets, and 200 running periodicals. In the chain of command, the library is under cognizance of the Chief of Naval Operations.

Bureau of Naval Personnel

The Bureau of Naval Personnel is charged with and responsible for the procurement, education, training, discipline and distribution of officers and enlisted personnel of the Navy, including the Naval Reserve and the Reserve Officers' Training Corps except the professional education of officers, nurses and enlisted men of the Medical Department. In order to aid in the fulfill-

ment of these duties, a technical library was established in 1944. Its emphasis is on education, statistics, psychology and personnel administration. At present it contains approximately 1600 books, 9000 pamphlets and 50 periodical subscriptions. It does maintain an inter-library loan service with other government agencies, and will perform certain microfilming aids for special materials.

Generally speaking, all Navy libraries follow a modified Library of Congress classification schedule. The main difference is in the highly specialized subject subdivisions which necessitate an arbitrary listing of minute headings adequate for the needs of the particular library. There is one major exception and this difference is found in the library of the Judge Advocate General. This library is the Navy's law reference service. It contains roughly 25,000 volumes cataloged and classified according to the Yale University and Columbia University Law Library schemes. Periodically the JAG library publishes a selected list of new acquisitions which are distributed to interested commands throughout the Service. On this basis its main reference and inter-library loan business is conducted. Through the facilities of this library all legal matters of the Navy are recorded and retained.

The Naval Observatory Library

The operational planning and administration of the United States fleets come under the Office of the Chief of Naval Operations. As an adjunct to this responsibility, C.N.O. has at his command the Naval Observatory and the Naval Hydrographic Office, both of which maintain libraries whose resources are unmatched in the world. The Naval Observatory library, established in 1843, contains a reference collection which covers all the important literature on astronomy, mathematics and allied sciences, nautical almanacs of the world, mathematical tables, star catalogs, and the publications of most national academies. In addition it has a valuable series of sixteenth and seventeenth cen-

tury science books and six incunabula. The main routine duty of the library is to distribute all Naval Observatory publications to qualified persons. Reference service is available to anyone engaged in the seagoing life of maritime industry. The library contains 49,000 volumes.

The Hydrographic Office Library

The Hydrographic Office library is almost as old as the library of the Naval Observatory, the former being founded in 1861. The library serves the technical divisions of the office and any other interested government activity. Some of the subject topics included in its 18,000 volumes are foreign sailing directions, naval science, oceanography, archives on foreign ports, islands and nautical countries which have accumulated for over one hundred years.

Bureau of Medicine and Surgery Library

In the instance of the library facilities of the Bureau of Medicine and Surgery two factors must be kept in mind: first, the foolhardiness of trying to compete with the Army Medical library, and second, the Naval library at Bethesda which covers the needs of students in Navy medical schools. Since the Bureau is charged with the health of the Navy one would expect the collection to be confined to these topics—and it is. There are about 4000 volumes of current medical text books, reports of the Naval Surgeon General and the Secretary of the Navy, and the bound volumes of the *Navy Medical Bulletin*. In all, these are about 5000 volumes. The library was first organized in 1894.

Bureau of Aeronautics Library

The Bureau of Aeronautics has cognizance over such matters pertaining to naval aeronautics as may be prescribed by the Secretary of the Navy. Its library issues a restricted semi-monthly bulletin of new acquisitions which is available only to authorized personnel. However, in the case of unclassified material anyone may use it. The library serves industrial research projects, naval researchers and selected students. The library is constantly alert to new trends

in naval aeronautics; for example, it was recently engaged in building up a strong industrial management section including an active subscription list of 300 magazines. The classifiers follow Grace Swift's *Navy Subject Headings*. The library possesses microfilm privileges as an additional service.

Bureau of Supplies and Accounts Library

The Navy's business arm, the Bureau of Supplies and Accounts, is responsible for the feeding, clothing, paying and logistical support of the Naval establishment. To them also falls the unwelcome task of bringing order from chaos in the maintenance of an accounting system.

In the S. and A. library, established in 1926, a core collection of 10,000 volumes has been built up to serve the entire National Defense Establishment. There are no microfilm facilities, but there is an inter-library loan system. The library could be very favorably compared to an industrial business reference activity. Its services are granted only to persons or firms approved by the Chief of the Bureau. Its cataloging is done on Library of Congress cards with special headings and additional abstracting information. The library also catalogs unpublished as well as published material. An interesting point to note is that it is the only Navy library to have a sense of the historical mission of its Bureau. It has retained the complete lecture files of Supply Corps officers and their foreign contemporaries from the turn of the century. It also has a complete collection of books dealing with economic aspects of World War II.

Bureau of Ordnance Library

Navy Regulations assign the Bureau of Ordnance the "responsibility for the design, manufacture, procurement and issue of all offensive and defensive arms, armament and related parts thereof." Boiled down to a working plan, it is mainly a research and development program with the commercial industries carrying the brunt of the load

once an agreement on specifications has been made. As a result of such a program the library of BuOrd (est. 1912) is unique among Navy libraries. It works closely not only with Bureau people, but with concerns under government contract, and with both public and private researchers. Its reference service does not end at this point, however. It caters to the national reference needs of far-flung research and development projects. A properly authorized and identified telephone call from anywhere in continental United States will bring immediate reference service. Moreover, the library allows approved foreign government officials to use the facilities at hand by either inter-library loan or a personal visit to the library.

At present, the library is acquiring a large number of books to add to a highly selected collection of 6000 strictly classified works on various phases of science and ordnance. There is also a valuable grouping of 80,000 scientific and technical reports and documents classified as to security by the Office of Naval Intelligence. Many incoming acquisitions, including 150 current periodicals, are given free to the Bureau, since the importance of its work is recognized by most publishers and industrial companies.

Bureau of Yards and Docks and Bureau of Ships Libraries

The two remaining Navy Bureaus—The Bureau of Yards and Docks and the Bureau of Ships—are concerned primarily with construction design and engineering. The former is charged with the building and upkeep of all Navy shore facilities; the latter is responsible for the general design, stability and seaworthiness of all ships of the Navy. Thus these two bureaus maintain what are in effect two specialized engineering libraries. The collections of both libraries emphasize all forms of engineering, physics and mechanics.

Both receive about 200 periodicals currently and retain vertical files of government, scientific and university

science publications, test reports and files of manufacturers' catalogs. Combined, the vertical files represent approximately 35,000 items. In addition to its 10,000 volumes, the BuYards library contains a collection of nineteenth century engineering works and a complete listing of operating manuals and data books for floating dry docks.

Conclusion

This completes a very brief discussion of the main individual libraries of the Navy Department. Grouping them as a unit, however, we are able to visualize a plan of library service. These points seem to be common to each activity: the various libraries are extremely specialized; they have adopted several modifications of the Library of Congress classification scheme to their own needs; and the reference services are immediately available to authorized Naval personnel and certain individuals and industrial plants. In general, the libraries are not concerned with the needs of the average layman, and they do not encourage the curiosity of these people. Security measures, which refer to secret, confidential or restricted classifications being assigned to the books and pamphlets, further reduce the general reference service value of the collections. However, to qualified people, the library can be of valuable assistance. A researcher may keep a book for as long as there is no demand for it; he may receive involved and personal reference service from the staff; he may be assured of the latest material in the field; he may obtain inter-library loans from other government libraries and in some instances he may be granted microfilm privilege.

There is one point that should be made in summing up the Navy library system. That is the question of administrative control.

In the interests of effective library service the *Metcalf Survey* recommended that the position of a Navy coordinator be established in order prop-

(Continued on page 301)

Ohio River Division Library: Its Operation and Control

Mr. Olah is Librarian, O.R.D. Laboratories, Cincinnati, Ohio.

THE OHIO RIVER DIVISION is a geographical Division of the Civil and Military Works establishment of the Corps of Engineers, U. S. Army. The library serves an engineering branch and an engineering research laboratory. The function of the latter is to conduct research in connection with the design and construction of flood control structures; river and harbor navigation structures, as well as airfield pavements for military aircraft. The library is housed in two locations; one is in the Federal Building in downtown Cincinnati, and the other is located at the Ohio River Division Laboratories in Mariemont, Ohio, a suburb of Cincinnati. The functions of the organization which the library serves are highly specialized; and a large portion of the reference material aside from technical books consists of pamphlets and technical reports by other government agencies, non-government organizations, and individuals conducting related investigational work. Since these pamphlets, papers and reports are used by a large number of people, it has been necessary to establish special vertical files and an accounting system for them. This paper describes the methods used in setting up an accounting system for the vertical file. The classification scheme for the vertical file, and the lantern slide section of the library are also described.

Vertical Files

At the laboratory, the vertical file is stored in forty-seven legal size steel drawers; at the downtown office, the

vertical file is stored in sixty-seven legal size drawers. Every article is classified on three by five standard size catalog cards under appropriate subject headings. Each article is stored in a legal size folder. Articles representing the same subject are separated by dividers. Both dividers and folders are marked with subject headings on the divider tabs; classification number and author and title are marked on the folder tabs.

The system of classification consists of the letters A-Z; AA-AZ; BA-BZ, etc. The letter is followed by a number, a decimal point and another number. For instance the classification number of the first article is A1.1; the second article is A1.2, etc. This extends throughout the entire scope or range of the classification system.

As far as it is possible, when a subject heading is related to a group, which consists of the letter and the number preceding the decimal point, but some difference is indicated in its description, the letter remains the same but the number is changed to the next number. In other words the A1 classification is changed to A2.

This is done in all cases where possible; however, there are conditions where subject headings are not related. In that event, they are inserted on the most convenient point of the alphabet, and the appropriate classification number is assigned regardless of its group relationship.

This system enables the librarian to add to the subject headings list in the event that additional headings are required. It also permits the librarian to classify closely as far as the subject

headings are concerned.

System of Accountability Set Up in the Vertical File

Despite the fact that new quarters are being constructed to house the library located at the Ohio River Division Laboratories, the vertical files in both places are in a position where they cannot be closely controlled by the librarian. Engineering personnel are forced to look up the article in the catalog cards in order to find the classification number of the desired article. Due to the fact that the librarian must divide his time between the two places, he is not able to perform this service for them.

In numerous instances, users of the vertical file, upon going to the appropriate drawer for an article, would be faced with an empty folder with no indication as to who had preceded them to the article. Although the rule is to leave a signed slip of paper in the folder, busy engineers just did not take the time to do this.

To remedy this situation, the following actions were taken: Cards 8 x 10½-inch size were printed on stiff paper with space provided for the classification number of the folder; the words "Library Charge Slip" formed the heading; one column was marked "date borrowed"; the next column "name of borrower", and the last column "date returned". A copy of this charge-out slip was marked with the classification number of the article involved, and placed in each of the folders of the vertical file.

The next step was to write a memorandum to all personnel using either library. Their attention was called to the presence of these chargeout slips in each folder. Each person was urged to sign these slips whenever the contents of the folders were removed. An explanation was also made to show these people that failure to comply with this request would seriously impair the efficiency of their library. This memorandum was signed by the chief of the

section; copies were mimeographed and distributed to each individual concerned.

The results have been very gratifying. With an occasional slip of a few individuals, the percentage of those who do comply has materially increased.

Lantern Slides

Members of the laboratory staff are frequently required to give oral reports on investigational work at training seminars and technical meetings. This requires a large file of 3¼ x 4-inch lantern slides, properly cataloged, to illustrate the lectures.

The slides are filed in a thirty drawer card catalog case designed to store 3 x 5-inch catalog cards. The laboratory carpenter built into each drawer enough slots to accommodate twenty-two slides.

The system previously described for the vertical file was adopted for use in classifying the slides. The classification number is marked on each slide by means of an electric pencil and transfer paper. Then catalog cards are made up under appropriate subject headings to describe each slide.

The system is currently in operation and is working quite successfully.

Library Functions

One of the chief functions of the library is preparing bibliographies and summaries of the literature pertinent to current research or engineering investigational projects being carried on by the laboratories. The nature of these projects which involve engineering materials and the application of physics and mathematics to the solution of engineering problems require that the librarian have available certain essential library tools to permit rapid coverage of the pertinent literature on assigned subjects.

As far as serials are concerned, the availability of such publications as *The Engineering Index*, published by the Engineering Societies Library of New York; *The Industrial Arts Index*, published by The H. W. Wilson Co.; *Chemical Abstracts* published by the American

(Continued on page 301)

Hospital Library Administration in Neuropsychiatric Hospitals of the Veterans Administration

Mr. Baatz is Chief of Processing, Milwaukee Public Library, Milwaukee, Wisconsin, and was formerly a member of the Library Division, Special Services, Veterans Administration, Chicago, Illinois.

THE CHIEF LIBRARIAN in a neuropsychiatric (NP) hospital has five major responsibilities. She is accountable for service to the patients; for adequate professional aid to the staff, both medical and non-medical; for coordination with all hospital departments; for proper training and best utilization of her library staff; and for maintenance of good public relations within the hospital and outside it in the surrounding community.

Some elaboration may be in order. The hospital exists for treatment of the patients and all the work accomplished in a hospital is directly or indirectly for the purpose of the restoration of the physical or mental health of the men and women in residence there. All librarians should keep this uppermost in mind and give priority to direct services to the patients. It is my belief that each chief librarian in a large hospital should visit each ward in a supervisory capacity at least once a month and in small institutions once or twice a week. Each ward should have book-cart service twice a week on an established schedule and this should be strictly adhered to in order to avoid disappointment among the patients. Weekly ward service can be justified only by acute

personnel shortage. Ward trips spaced further apart than once a week hardly justify the term, service. If patients can be brought to the library itself, the number of trips to the wards can be curtailed.

Librarians servicing the wards should be rotated in order that the entire professional staff may learn and understand the whole variety of problems and the types and needs of patients. The chief librarian should not occupy an administrative "ivory tower" behind her desk, for she cannot do an excellent job without direct and frequent contacts with her clientele. Exclusive reliance on second-hand information is a weakness in an administrator. Naturally, there are a few exceptions, such as service to an acute neuropsychiatric ward which may have to be handled by men only because of the hyperactivity of these disturbed patients

The necessity for personal knowledge of as many patients as possible by the chief librarian is more pressing in an NP hospital than in other (general medical and surgical or tuberculosis) types, for the patients tend to remain longer and the amount of good she can do by her visits is proportionally higher. Not only will she function more wisely as a book selector but she will also become a friend and confidante rather than the cool and impersonal "boss" of the librarian who usually makes the ward trips. Kindness shown to NP patients is especially rewarding since they are in such need of it, and a liking or friendship for the librarian has brought

many a patient to the library or made him a patron of the book cart. Finally, a chief librarian can hardly offer valid constructive criticism to her colleagues on their ward service if she does not understand the many types of patients to be served and the variety of their reading demands.

Library Service to the Hospital Staff

The services to the patient by the medical librarian are of foremost importance even though they are usually indirect, such as the assistance given to members of the medical staff who in turn use this knowledge to benefit the patient. A few chief librarians, perhaps because the service is indirect, have had a tendency to slight the time apportioned to the medical library in favor of the more direct patient service. A mental readjustment should be made, for both services are vital and there are times when medical staff needs must take precedence, for it may literally be a question of life or death in solving a medical reference problem. When there is only one librarian on duty in a hospital, she must use common sense and apportion her time to the best advantage of all concerned. If she feels that a lack of knowledge of the medical field is handicapping her, she should make active efforts to rectify this situation as quickly as time permits. Individual doctors and the medical library committee in Veterans Administration hospitals will usually be pleased to give their aid and advice whenever they can spare it from other duties. Reading recommended by such professional personnel should prove helpful as a starting point. Such active efforts plus the daily work in her medical library will gradually add to her efficiency in solving the many problems which arise there. The new three-weeks' course in medical librarianship, sponsored by the Veterans Administration, if taken and pursued successfully, should do much to rectify any shortcomings in this part of the library field. Naturally, those hospitals which have trained med-

ical librarians will not be faced with this issue.

Professional assistance should also be available to non-medical staff members to aid them in carrying out their complex duties. The reference questions asked in providing care for the patients cover nearly as wide a subject field as that encountered in public library work for hospital services must cater to all the demands of a patient and the demands of the sick can be legion. Finance may desire something new on accounting procedure; construction, a blue-print manual; dietetics, a new book on group service; the garage, recent information on spraying auto bodies; the registrar, a problem concerning nomenclature; while the executive officer may be in search of a new book on hospital administration. This is only a small sampling of the daily reference demands from the non-medical staff. In order to solve these questions promptly, the librarian must have the appropriate reference books and periodicals on hand and, to make doubly certain on this point, she should consult all the interested departments at regular intervals to ascertain their recommendations for book purchases in their own fields. This is essentially the same principle as that used when appointing a medical library committee to advise on medical book and journal purchases. It will also serve to make these departments aware of the services offered by the library and so tend to arouse their cooperation and good will. Well-wishers and active "friends of the library" cannot be too numerous.

The foremost of these friends of the library should be the Chief of Special Services. (Special Services is composed of: Sports, Entertainment and Recreation; Canteen; Chaplaincy and the Library Divisions). He is the librarian's administrative chief and any important policy or administrative matter should be discussed and cleared with him. The librarian is a member of both the Special Services and the hospital team.

Since there are many activities going on in the hospital at one time, the Chief of Special Services can aid the library to avoid conflicting schedules of services with other members of his own department or the representatives of the other services. Indubitably, it does a librarian little good to make a ward trip only to find the patients engaged elsewhere. The Chief of Special Services also can protect the library interests in the manager's staff meetings and assist in solving clerical and professional personnel problems as well as administrative matters of all sorts.

If the Chief of Special Services is to be of assistance in all these ways, the librarian must keep him informed at all times of her present activities, the problems confronting her, and her plans and hopes for the future of her libraries (each VA hospital has at least one patients' and one medical library). On the contrary, however, the librarian should not consult him unnecessarily about each and every little detail, for he does have other sections to supervise and the librarian, as a professional person, should assume rather complete responsibility for that aspect of her work.

Proper coordination with her supervisor is vital but of equal importance is the librarian's relationship with those she supervises. Upon the proper training and best utilization of the library staff rests the majority of hopes for a successful library program. If the staff is to be satisfied, she should be fair and treat everyone justly. Since hospital library work of all kinds can be physically arduous, working conditions should be made as favorable as possible. Visits to the wards should be divided equally among the staff as well as other duties. Sharing of responsibility is important and the chief librarian must delegate equal authority to go with the duties. Recognition, official and personal, will encourage good work and professional growth. Even if the librarian is the only professional in her hospital, she

will have patient or volunteer assistants who should be taught the elementary principles of library service.

Duties of Library Staff

Professional library staff members should be delegated a variety of professional responsibilities. They should not be confined to one small part of the library program; for example, a professional should not be assigned only to taking certain ward trips each week and nothing else. She should be trained in all the positions in the hospital library system. If staff members take sick leave, she should be able to fill in for any of them, including the medical librarian. The latter, also, should not be confined exclusively to medical research but should have some opportunity to do the other types of library work carried on in the hospital. Ward schedules for the librarians should be shifted from time to time and the supervisor should make unannounced inspection trips to the wards to make certain that the library service is of the quality she desires.

Furthermore, the chief librarian should insist that her entire staff aid her in the demanding task of book selection. Reference and reader's advisory assignments should be shared by all. When any member of the professional staff is confined largely to clerical, janitorial or messenger service, there is something decidedly wrong in the library organization, quite probably in the administrative and planning side of it and it is the duty of the supervisor, the chief librarian, to correct this situation.

The chief librarian's duty of long-range planning is especially vital in her relationships with volunteer and patient help. Hospitals have had volunteers quit because librarians did not have work ready for them when they reported for duty. While volunteers are not always dependable, they are unpaid and have quite possibly left a family at home in order to aid the librarian. If she does not have something worthwhile planned for them to perform, they

will feel that she does not need their help. Therefore, they should not be confined to dusting shelves and shelving books.

Utilization of Patient Assistance

Patient assistance can be very useful for typing, pushing the book cart, general cleaning, messenger service, and lifting of various items. With proper training of neuropsychiatric patients and sincere appreciation properly expressed, the librarian can be relieved of many time-consuming routine tasks. I know of one library where nearly all the typing is done by an NP patient while the messenger service and shelving is done by another. They are both so busy that I doubt if they have much time to be depressed by their own troubles and they are so pleased by the just praise they have earned that one's heart is warmed to see their smiles of appreciation. They are becoming more and more normal in their reactions while the library is benefiting from their work.

Of course, it is realized that the utilization of patient help is more practical in NP hospitals than it is in tuberculosis or general medical and surgical hospitals, since the former type of patients cannot endure much exertion and the latter often leave the hospital after relatively short periods of time.

While the NP hospital librarian, perhaps, is more fortunate than the others in regard to patient help in the library, she does have problems that others do not. Acute-ward service is one of them. She must be careful in her selection of titles or she may have her most valuable books destroyed. Use of pocket books, duplicate copies, magazines and newspapers are particularly effective in such wards. An attendant's presence is desirable in the most disturbed wards, it is true, but many uninformed persons have an exaggerated idea that the majority of mental patients are lying in wait for unsuspecting persons with fiendish plans for assaulting them with baseball bats at the first opportunity!

On the contrary, a large percentage is incompetent and certainly no active threat to anyone in a bodily way. The librarian at an NP hospital soon ceases to worry over the possibility of physical injury but she often has to fight to keep from feeling too sorry for the plight of some patients; this, however, would hold true of other types of hospitals as well. She soon adjusts herself to her environment, taking pride in her service to patients and staff, and doing a surprising amount of "orthodox" library jobs. In short, library work in an NP hospital is very much like library work in any other hospital and even has much in common with public library work—except that the librarian goes to her clientele rather than waiting for them to search her out.

Duties of Medical Librarian

The duties of the medical librarian in an NP hospital emphasize research in psychiatry and abnormal psychology but otherwise do not vary noticeably from those in other hospitals. The type of residencies and teaching programs and their extent plus the number of doctors assigned to the hospital determine the quantity and quality of the reference and research demands to be met by the medical library. The librarian must work in close cooperation with the medical library committee, composed of doctors and allied medical personnel from representative departments, in such fields as book and journal selection, weeding the collection, securing additional space or furniture, which materials are to be bound or kept in pamphlet cases, what years and subjects are to be thoroughly covered in the pamphlet files, etc. Active cooperation and coordination with the entire medical staff, therefore, is a prime necessity in the administrative policy of the chief librarian.

Cooperation and coordination must be extended not only to the medical and special services staffs but to all departments of the hospital. Cooperation results in smooth working relations and is

a help in winning the respect of department heads for your own organization. It is not enough to know library technique, one must be familiar with all types of regulations, memoranda, bulletins, circulars, directives and station orders applicable to running the library. The manager and other executives will have greater confidence in the librarian if she follows carefully the prescribed regulations. Cooperation with other departments means planning ahead on a major project, thinking it through, and then often writing a carefully worded memorandum so that the proposal can be discussed with interested departments. Doing more than one's own share makes for good working relationships.

An opportunity for cooperation with other departments is provided through the librarian's ward contacts with patients. She can encourage them to take educational therapy courses and to follow through on occupational therapy projects. Often she can learn of family problems and refer the patient to the social service department.

Public Relations in the Community

The foregoing has dealt with public relations within the hospital but the outside community is also most important to the administrator. She must learn to handle very diplomatically the offers of gifts of books and magazines, for the housewife who has just cleaned

out her attic and wishes to donate the resulting materials to the "poor veteran" must not be antagonized. When volunteers and volunteer groups are fully informed of the status and needs of the NP libraries they can and do furnish money to buy vitally needed books, magazines and equipment.

Good public relations includes belonging to professional organizations. You can develop your own knowledge and also be an instrument to inform other librarians of the type of work you and your staff are doing and how it fits into the community pattern. The latter is particularly important since VA libraries may make very heavy use of interlibrary loan privileges extended by neighboring libraries.

In conclusion, I would like to observe that service in the libraries of an NP hospital is a challenge to an administrator but is also most rewarding and pleasant. If the chief librarian gives priority to excellent service to the patients and keeps a balance between the patients' and medical library service; if she secures the informed cooperation of her supervisor, trains the library staff thoroughly, makes full use of volunteer and patient help, gives adequate reference and circulation service to other departments in the hospital; and if she maintains good public relations with the neighboring community, she will be one of the most respected and useful members of the hospital team.

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The Reading Interests of Hospitalized Veterans

Mrs. Connell is Chief Librarian, Veterans Administration Hospital, Richmond, Virginia.

THE QUESTION, "What do hospitalized veterans read?" has been asked often, not only by the many people interested in everything pertaining to veterans but also by librarians who are interested in everything pertaining to reading interests. Many excellent articles have already been written about the reading interests of patients in Veterans Administration hospitals, but this is a subject which cannot be exhausted and every hospital librarian, though finding similar facts about the reading tastes of veterans, will also discover something new and different to report.

One point to be emphasized is that the hospitalized veteran does read—and read still more! The quantity of the reading is impressive and surprising considering the fact that the library's public is sick or injured. Another equally impressive point is the quality of reading done. Along with some that is trivial, a large and surprising amount of *good* reading is accomplished.

The combination of quantity and quality is a source of gratification to a hospital librarian and is responsible for much of the pleasure and satisfaction to be found in hospital library service for veterans.

This testing ground for the reading interests of veterans is the Veterans Administration Hospital in Richmond, Virginia, which has approximately one thousand patients in the medical, surgical, tuberculous, paraplegic and neuro-

psychiatric groups. Long term patients are, of course, the best readers: of these, paraplegic patients confined to bed, neuropsychiatric patients on closed wards and tuberculous patients isolated from the rest of the hospital read more books and more books of greater value.

Fiction heads the circulation statistics, as would be expected. Current best-sellers (especially spicy novels), mysteries and westerns are the most popular types of fiction. Historical novels are very popular—notably those by Inglis Fletcher, Van Wyck Mason, C. S. Forester, Clifford Dowdey, Kenneth Roberts and Thomas Costain. Many of the older veterans ask for books popular during the first World War and bring a demand for a type of novel new to this library which was stocked during the second World War to suit the reading tastes of young GI's. Spicy novels enjoy an unbounded popularity and number among their followers even those people who are not habitual readers. *Studs Lonigan*; all of Caldwell's books; *The Postman Always Rings Twice* and all of Cain's books; *Forever Amber*; *The Foxes of Harrow* and other Yerby novels, these and similar books naturally appeal to a large group of readers, most of whom are men. There are often amusing incidents where a title has been misleading. A patient who had been on a steady diet of "spice" recently selected Orsborne's *Master of the Girl Pat* because of the intriguing title; a few days later he came into the library, returned the book and confessed, "Say, this book really had me fooled! I liked it but it wasn't what I expected at all; I was sure surprised to

find that the girl Pat was a *ship*!" In the realm of mystery fiction, Erle Stanley Gardner leads here as elsewhere; behind him the groups divide into the devotees of the "Tough School"—Dashiell Hammett, Frank Gruber, Kenneth Millar, and the equally avid followers of the "Suave School"—Dorothy Sayers, Leslie Ford, Agatha Christie, John Dickson Carr, Mignon Eberhart. The western fans read Zane Grey to a man—all bitterly deploring the fact that he is no longer here to write the world's best westerns; all seem to agree on the merits of Zane Grey but split into factions concerning Max Brand, Clarence Mulford, Ernest Haycox and others.

A fact that seems to surprise everyone except hospital librarians is that patients read so much non-fiction. The following subjects are most in demand here: travel; psychology; religion; architecture; interior decoration; poetry; and humor.

It has been interesting to reflect on the probable reasons behind the popularity of these subjects. Travel is generally popular but especially with tuberculous patients and neuropsychiatric patients on closed wards; apparently the more isolated patients are, the more eager they are to "go places with books" and so turn to travel books with eagerness. Also, another possible reason for the popularity of travel books here is the fact that many patients have been in far distant places of the globe during a period of fast moving action and now, in time of great leisure, are eager to read about places which they have visited. The interest in handicrafts may be a direct result of occupational therapy; patients who are doing leather work, making jewelry, working in ceramics, or weaving rugs are naturally interested in reading about their particular interest. Art is an especially important subject here because of the excellent work being done with art therapy by the Educational Therapy Department. Many patients—especially paraplegic, neuropsychiatric and tuber-

culous—are painting and learning the value of "art for therapy's sake"; along with their work they make demands on the library for the best in art books and are responsible for the growth of our fine arts section. Vocations are important to everyone and they have a special interest for disabled veterans who are wondering about work they can do after being discharged; along with the Vocational Guidance Department, the library provides books and pamphlets to meet this need for vocational guidance material. The reading public everywhere is interested in popular psychology and self-help books today and the hospitalized veteran especially turns to this field with intense interest. For instance, *How to Stop Worrying and Start Living*, by Carnegie, is one of the most frequently requested non-fiction books. Books about religion naturally have a strong appeal for sick people and the *Bible* is in constant demand, especially among Negro patients. Books like Liebman's *Peace of Mind*, Sheen's *Peace of Soul* and Merton's *Seeds of Contemplation*, also enjoy a wide popularity. In this age of housing shortage, architecture is a subject of great interest; both those who are planning homes and those who are merely day-dreaming about them clamor for books on architecture and house plans. Closely allied with this is the interest in books on interior decoration. A book like *The American Woman's Encyclopedia of Home Decorating*, by Helen Koues, enjoys great popularity with men and women readers. The great field of literature has its devoted followers, with the poetry lovers leading the group. Anthologies like *Poems of Inspiration*, *The Winged Horse Anthology*, and *Anthology of World Poetry*, are especially popular and such poets as Riley, Masfield, Teasdale and Service are widely read. Humor, of course, appeals to sick people who are craving some cheer to brighten their daily routine. Cartoon books are espe-

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Quartermaster Food Container Institute Technical Library

Mr. Morgan was formerly Cataloger, Quartermaster Food and Container Institute Technical Library and is now Biology Librarian, Oak Ridge (Tennessee) National Laboratory Technical Library.

BY WAY OF INTRODUCTION, a brief history of the Institute Technical Library may be of interest. It is an off-spring of the old subsistence school library which was a part of the Subsistence School of the Chicago Quartermaster Depot when the school was opened in 1920. A small number of textbooks and general reference books on veterinary science and agriculture had been placed in the school library for the use of students and teachers. The school was authorized to buy very little; consequently, the book collection, consisting in most cases of many copies of each title, did not grow and develop.

The library began to expand in 1936 when authorization was given for the setting up of the Quartermaster Corps Subsistence Research Laboratory (later to be renamed the Quartermaster Food and Container Institute). All school property, including the old and inadequate book collection, was transferred to this laboratory. New books and periodicals were ordered for the library upon direct request from branches and offices of the laboratory. Gradually, departmentalized collections of books grew up throughout the laboratory.

Centralizing the Book Collections

Nothing had been done to centralize and co-ordinate the book collections prior to 1944. During the early war years there was continued expansion

and development in every part of the laboratory and increasingly greater emphasis was placed upon research and development. It was evident that there was a definite need for an adequate research library. Provision for a special room for the library had been made, and in February 1944, \$15,000 was appropriated for books and equipment. Dr. Francis E. Fitzgerald, Director of Libraries at the Office of the Quartermaster General, was asked to make recommendations on furniture, equipment and supplies for the new library. Under his guidance plans were made to employ a professionally trained librarian.

Lucile A. Carter was appointed librarian in March 1944. Contacts were made with publishing houses and book agents, and basic reference books and back numbers of scientific periodicals were purchased. Under her supervision, the old collection was carefully weeded out and a complete physical inventory was made. Recommendations from each branch head of important books in his subject field were the basis of book selection. The latest editions of books in the related fields of science such as bacteriology, chemistry, physiology and nutrition were ordered.

Today the technical library contains a specialized collection of books, periodicals, vertical file materials and official army files covering all phases of food, food processing, food research and development and practical use of all types of containers to be used for packaging foods.

One may wonder why emphasis is placed upon various types of containers when foods nowadays are so efficiently

packaged for retail distribution. The army feeding program is a unique one, requiring special considerations to provide not only food of the highest nutritional value, but also food that will be acceptable to all, and acceptable under every imaginable environmental condition of battle and weather encountered in the cold of polar regions or the heat of tropical regions. The army faces the additional problem of providing this food in a compact form still retaining its nutritive value and appeal, and designed to withstand adverse conditions encountered during storages and transportation.

Accordingly, a library designed to serve such a program must be more than just a food research library. Nutrition, dietetics, psychology of food habits, physiology, food processing, engineering, packaging, microbiology, climatology and the various fields of chemistry are important phases of this great program that must be considered in selection of materials for the library.

Selection of Library Materials

In order to keep abreast of the latest developments in these fields, the most current informational materials such as new periodicals, pamphlets, reprints, brochures, house organs, catalogs and patents are acquired by the library. This is accomplished by carefully scanning all publishers' announcements, journal summaries, abstracts and reviews of material, and reports of work done in any of the fields of study in which the Institute is interested. Materials which the librarians know would be useful to personnel of the Institute are ordered at once. However, materials whose value to the Institute is questioned by the librarians are selected in co-operation with heads of divisions of the Institute. Research workers also suggest materials which would be of value to the book collection. Those actually performing the work on a research project can see the need for certain types of library materials better than those who are not in close touch

with the work in progress.

There are approximately 4000 books in the library. These are cataloged and arranged according to the Library of Congress classification system. In cataloging, Library of Congress cards are used whenever obtainable. Books for which no Library of Congress cards are printed are cataloged by a modified Library of Congress method on type-written cards. The catalog cards are filed in a dictionary arrangement, and cards for new editions are filed before cards for old editions of the same titles.

Library of Congress subject headings have been used in the past, and this practice is still in use. The writer's opinion is that Library of Congress subject headings as printed on L. C. catalog cards are inadequate for the close cataloging needed in technical libraries. Possibly catalogers who have subject backgrounds in the various fields of science can remedy this situation. Drawing upon his knowledge of such a subject field, such a cataloger can change the subject headings on L. C. cards or add new subject headings in order to bring out more fully the contents of technical books, thus building a card catalog designed to give the book collection its optimum usefulness.

Serial Publications

The library subscribes to 274 serial publications. A breakdown of these serials may be of interest.

Scientific Journals	81
Trade Journals	70
U. S. Government publications.....	61
Industry News	30
Miscellaneous Indexes	32

The scientific journals and indexing periodicals cover the fields of food research, chemistry, physiology, bacteriology, medicine and agriculture. All of these are retained and bound. The library has complete sets of back volumes of most of them. After binding, the scientific journals are cataloged and classified in the same manner as books and cards for them are incorporated into the card catalog.

(Continued on page 303)

A Survey of Library Personnel Needs in the District of Columbia, 1950-1952¹

Mr. Temple is Librarian, Georgetown University and Chairman, Professional Activities Committee, Washington, D. C. Chapter, SLA.

THE MOST IMPORTANT PROJECT undertaken by the Professional Activities Committee of the Washington, D. C. Chapter, SLA, during the past year was a survey to determine the probable personnel requirements of a selected group of libraries in the District of Columbia area. The committee hoped that such a sampling would be of assistance to prospective librarians, executives of library training institutions, and to others concerned in one way or another with the employment of librarians. It is recognized that the findings of the committee are by no means complete or definitive, but they do offer something more substantial than the mere guesswork and unsupported generalizations upon which one usually has to rely. A series of such investigations in strategic areas throughout the United States might well yield a fund of information significant to the library profession as a whole; the present survey, of course, is exclusively local in scope.

On February 13, 1950, the committee sent a questionnaire with a covering letter and a self-addressed, stamped return envelope to 165 administrators

of a representative group of governmental, special, college, university and school libraries. The covering letter stated in part that "The purpose is to provide a reasonably accurate and realistic picture of opportunities in the library profession upon which to base a recruiting program . . . The approximate number of professionally trained librarians needed in the District will be based upon the estimated number of new appointments or replacements reported by administrators of local libraries as likely in their institutions from the present time to September of 1952 . . . Your response will in no way be considered as a commitment of your library, but simply as an honest effort to forecast your personnel needs." The letter closed with a request for any comments the recipient might care to make on the need for special qualifications in candidates or on the general problem of recruiting. A deadline of March 15 was set for replies.

By March 10, eighty-one replies had been received from the 165 letters mailed, so a postal card reminder was sent to the remaining 84 administrators. Because replies continued to trickle in after the deadline had been passed, the original deadline of March 15 was extended by one month. The final returns totalled 118 out of 165, or 71.5 percent. Of these 118 replies, 74 were from governmental libraries and 44 from non-governmental libraries. The breakdown given on the five tabulations which follow speak for themselves.

¹ An extract from the Report of the Professional Activities Committee, Washington, D. C. Chapter, S.L.A., 1949-1950.

However, a few facts are offered herewith by way of summary.

The number of libraries reporting no openings was 64; the number which did report openings was 54; the number of openings reported was 238, of which number new library school graduates were indicated as suitable for 125 positions. The questionnaire had provided for sex designations, the results showing that of the 238 positions estimated as being available, 173 were open to either men or women, 7 were open to men only, and 58 to women only. Of the 238 openings reported, 208 were for government and D. C. public library positions, 13 for special libraries, 14 for college and university libraries, 2 for the D. C. public schools system, and 1 for a high school library.

Analyzing the 238 estimated openings by *type of position*, we find the total for

- Administrative positions — 24 openings.
- Acquisitions — 8
- Bibliographic — 15
- Cataloging, General — 74
- Cataloging, Subject Specialist — 23
- Children's Librarians — 4
- Law and Legislative Reference — 5
- Loan Librarians — 14
- Reference, General — 36
- Reference, Subject Specialist — 29
- School Librarians — 3
- Serials and Periodicals Librarians — 3

As for salary designations, 237 rather than 238 positions are indicated because in one case the salary was not stated. In the following analysis, the governmental salary scales are followed, although it will be understood that the non-government library positions are included as well as government positions:

- Less than \$3100 — 109 positions open.
- GS- 5—\$3100-3850 — 51
- GS- 7—\$3825-4575 — 48

- GS- 8—\$4800-4950 — 3
- GS- 9—\$4600-5350 — 18
- GS-11—\$5400-6400 — 4
- GS-12—\$6400-7400 — 3
- GS-13—\$7600-8600 — 0
- GS-14—\$8800-9800 — 1

As for positions requiring special qualifications, a total of 54 were cited, of which 50 were specified by government libraries, 3 by special libraries, and 1 by a university library. The types of qualifications required totalled 10, which are listed herewith, accompanied by the number of positions for each:

- Abstracting — 3
- Art — 1
- Economics — 10
- Highway Transportation — 1
- Law — 3
- Medical Science — 3
- Physical Science — 17
- Science, General — 8
- Social Science — 2
- Spanish (speaking knowledge) — 6

You will note from the above analysis that women are still leading the profession, numerically at least; that catalogers are still scarce, with reference librarians in second place; that governmental libraries lean heavily toward specialized requirements in their librarians; that of these specialized requirements, the physical sciences and economics are far in the lead; and that there seem to be relatively few openings in special libraries within the non-governmental category.

In concluding this report on the personnel survey, we may say that recruiting efforts should still be carried on, but with a more realistic understanding of actual needs, and with emphasis upon the importance of encouraging persons with competence in special subject areas to enter the library profession.



Adventures in Exchange

Miss Cressaty is Librarian, College of Osteopathic Physicians and Surgeons, Los Angeles, California.

HAVE YOU TRAVELED to the fascinating land of exchange? Its boundaries are limitless and the only passport requirements are your good will and your desire to help other libraries. Of course there are the usual vicissitudes of travel—correspondence, sorting and packing. It sometimes requires a stout heart to conquer the trials of locating gratis packing materials and an alert mind to unravel the mysteries of transportation rates, custom regulations and the other intricacies of travel. Be that as it may, those who have overcome these obstacles will agree with me that it is a never-to-be-forgotten experience—rich in satisfaction.

While my present adventures in this land seem to be the most exciting, I would like to relate a few incidents from previous trips. My first voyage was on the good ship Von KleinSmid Library of World Affairs of the Los Angeles University of International Relations Line, administered by the University of Southern California. The trip was taken at the instigation of Chancellor Rufus B. von KleinSmid in order to increase the resources of the library. Letters were written to the ambassadors of the chosen countries soliciting exchange relations with various of their governmental departments, universities and learned organizations. The response was gratifying. Many pertinent and useful documents were received and a considerable number of standing or regular exchange relations were added to those that already existed. This library was fortunate in having two publica-

tions of the Los Angeles University of International Relations to offer in exchange: *The Proceedings of the Institute of World Affairs* and *The World Affairs Interpreter*, a quarterly. In addition, duplicate books and periodicals were offered.

This excursion increased the resources of the library tremendously and provided regular channels for future exchanges so that both immediate and long range goals were reached. Many friendships were formed in the process. It takes little imagination to visualize the colorful backgrounds of some of the writers. Sometimes we found mutual friends in students and professors at the university. Imagine my pleasure at being recognized after several years and a change in position by a British friend.

Domestic travel was not neglected. An exchange list was sent to sixty selected libraries in the United States and although only half of the libraries answered in any way, the results from those who participated were sufficient to make the effort worthwhile.

The lists were of medium length and were not formidable so that it would not have taken a great deal of time to check them. With lists such as these, it takes only a few minutes for a trained person to decide if they are of any interest to his library. They were reproduced by the ditto process so that it was obvious that only a limited number had been issued. It seems that with the added hint of the enclosed stamped and self-addressed envelop that only great lassitude and distaste for exchange could account for the small number of those who responded.

The replies came from small libraries and large libraries, from libraries near

and far, from those with large budgets and those with small funds, from private and non-private libraries. Therefore it cannot be said that none of the official libraries, to take one group as an example, replied. Answers came from many different types of libraries; some very large and important libraries were among those that participated. This is one of the pleasures of exchange—you never know what library will be your next partner.

Most of those libraries that answered had definite wants and offers. The majority did not limit their exchanges to piece-for-piece exchanges. This practice merely seems to complicate matters with the need of arithmetic and adding machines.

It is to be noted that many libraries have a very self-sufficient attitude. Their librarians say that if they need an item they merely request the purchasing department to obtain it; then if the item is out of print they inform the patron that it is not available. Obviously, these librarians have not tasted the pleasure of receiving on exchange items that had been reported out of print and that had been advertised in the usual publications without results.

My next trip was on the John Randolph Haynes and Dora Haynes Foundation Line. Here the local interests of the library precluded extensive exchange relations. However, a number of collections were gathered that proved to be of great value to the staff and saved travel time and many hours away from the foundation. Among these were the publications of the United States Bureau of the Census. While many of these were acquired by purchase or gift from the Bureau there were many that were out of print that came through exchange. Little items such as the indexes for otherwise complete volumes of periodicals were found and, while small, gave great satisfaction.

A large problem presented itself on this voyage. A small special library that had been in commodious quarters was

forced to move on short notice. Picture this scene if you will: The basement of a large building in central Los Angeles is being re-modeled. Amid the dust of falling plaster lie the accumulation of years of work. Yet most of it will go to the waste paper drive since there is not space in the library's new quarters for it. Because there was a large amount of local material and since the workmen already had the place in the usual confusion of such an undertaking, it was decided to load most of the material on a truck and take it to the garage of the Haynes Foundation.

There various subject specialists garnered items of interest to them. These were then started through the regular library channels of accessioning etc. Other materials were segregated by broad subjects and librarians of related special and general collections were invited to make their selections but a great deal of material still remained that would be useful to libraries.

Fortunately, the American Book Center had just launched its campaign to help the war devastated libraries so much of the remainder was packed and sent to this organization. I had the pleasure of sending to the ABC for the ultimate destination of a library in the Philippines the *Philippine Journal of Agriculture*. Two fairly complete files of this periodical were salvaged. To a librarian this was as thrilling a rescue as any in the *Perils of Pauline*. All the files of this title had been destroyed or removed from the Philippine Islands and these two files were saved only by a slight twist of fate. There were many serials and annuals from the Orient that now are out of print and these were routed to libraries that needed these particular issues. (Some of these were found by consulting the various union lists of the area.)

My present travels in the land of exchange have a fascination that will be difficult to surpass. When I boarded the good ship College of Osteopathic Physicians and Surgeons, I was told

that there was a great pile of duplicates in a corner of the basement storeroom. As considerable space was occupied by this material, I immediately packed it off to the American Book Center since this agency had set a rapidly approaching deadline for its operations to close.

After this was done the remainder of the regular files were found to be in a confusion of various types of arrangements. One person was placed in charge of putting the periodical titles in order. As duplicates were found, they were shelved separately. The same was done with the books. The duplicate items were then listed. Several typed runs were made and sent to libraries in the area and to other libraries that would be interested. A considerable number of items were sent out in this way. However, as there still remained more duplicates than this library could give space a mimeographed list of two hundred fifty copies was prepared. One of these was sent to *Unesco Bulletin*.

Soon thereafter letters with foreign stamps began to arrive at the library. Some asked for just a few items and others for anything that the library would send them. Many of the requests were for duplicates common to most libraries, such as, *American Scientist and Science*. There were dozens of requests for a title that had been omitted in the local American Book Center drive because it would have overrun the large storage space. Yet this library as a rule had no more than two or three copies of a given issue.

Accordingly, another list was compiled of those items that this library had been unable to supply, arranged by title with the name of the library requesting the item underneath. The list was then circulated to local libraries and book dealers who were asked to check their duplicates and to give the material in free exchange.

One letter of request stated that the library had the only file of the *American Scientist* in the country and yet it began only a year back. This was not a

war devastated country, its language is English, and the title is one that is quite common to libraries. There were many indications such as this one to show that the land of exchange has not been fully explored.

Titles in the fields of psychology and psychiatry were among the most popular. There must have been a dozen requests for one copy of a periodical on abnormal psychology. Since the requests were filled according to the order of receipt, there was no attempt to allocate material to the most important, deserving, or useful library. Neither was material withheld because the library had nothing to offer in exchange. On the contrary, libraries that had nothing to exchange frequently received more than those that had many items to fill this library's desiderata.

The first shipments left the library during the summer and were sent by various methods. Boxes under one hundred pounds were sent by parcel post, book rate, or railway express. Larger boxes of periodicals weighing over one hundred pounds were sent by railway freight. Boxes for the libraries abroad were wrapped in accordance with the requirements of the International Exchange Service. This agency has been most helpful and without its services it would have been impossible to make as many shipments to libraries abroad.

While this type of travel does not have all the comforts of armchair travel it does give the satisfaction of accomplishment. To those of you in eastern libraries, well-stocked and near the eastern avenues of travel, this may seem of a minor nature, but to librarians in newer libraries who frequently are baffled by an incomplete file, the joy of helping to complete another library's file can be very real. To librarians without the facilities of shipping departments, the gift of a stout packing case can mean a great deal. Incidentally, this offers another means of impressing lo-

(Continued on page 300)

Division Highlights

The reactivated BIOLOGICAL SCIENCES DIVISION has lost no time in acquainting its membership with plans for the future. Their *Grouplighter* for September contains items of interest to the 134 members who voted continuance of the Division.

A *Round Table in Print*, the bulletin of the BUSINESS DIVISION, will make its first appearance about December 1, 1950. Four issues are planned for the year. Evaluation of services will be continued. Listings of new trade directories, and special features, such as acquisition, processing and use of trade catalogs, sources of brand names, selected bibliographies on timely subjects, will be carried. The bulletin will also be available to members of other Divisions upon payment of 50 cents, sent to SLA Headquarters for extra Division affiliation; or, if one prefers to receive the bulletin without Division affiliation, sent to the bulletin editor, Agnes O. Hanson, Business Information Bureau, Cleveland Public Library, Cleveland 14, Ohio.

THE NEWSPAPER DIVISION has recently issued a post-Convention issue of its bulletin. In it the various activities of those newspaper librarians attending the Convention are so well

described that those who did not attend knew they had really missed something worthwhile. It seems that the Division was started twenty-seven years ago at Atlantic City. Maurice Symonds of the *New York News* was the only one present at this year's Convention who had attended the initial meeting.

A mid-west meeting of the Metals Section, S-T Division, will be held in Chicago, October 26-27, 1950, the last two days of the Metals Show. One session, to which interested engineers and metallurgists are being invited, will cover the "ASM-SLA Metallurgical Literature Classification," another the "Training of Technical Librarians."

The Section is preparing a file of two thousand punched cards and will demonstrate the use of the *ASM-SLA Metallurgical Literature Classification* in the American Society for Metals booth at the International Amphitheatre the week of the Metals Show (October 23-27). For further particulars write Morris Schrero, Chairman, Metals Section, S-T Division, Carnegie Library of Pittsburgh, Pa.

SARA M. PRICE

*Division Liaison Officer and Chairman,
Division Relations Committee.*

Off the Press¹

The Library of Congress is offering the *Public Affairs Abstracts* for sale for the first time. Prepared by the Legislative Reference Service, these *Abstracts* are intended primarily for Congressional use. They are designed to summarize the contents of the most significant publications dealing with problems of concern to Congress. They serve the additional function of directing attention to important books and articles for use by those who wish to keep informed of current literature on public affairs. They are issued in sets, each dealing with one general topic.

Fourteen sets have been issued since the beginning of 1950 covering the following topics:

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The Middle East
Social Security

The present plan calls for future sets on such subjects as The South as an Economic Region, Industrial Mobilization, Economic Stabilization, Finance and Taxation, Water Resources, and Refugees. It is expected that approximately 20 issues of *Public Affairs Abstracts* will be published each year.

Persons who wish to subscribe may send a check or money order to the Card Division, Library of Congress, Washington 25, D. C., made payable to the Librarian of Congress. The subscription price for one year is \$5.75 and the price of a single issue is 30 cents. There is available a limited number of the first fourteen sets. Subscriptions will begin when received unless back copies are specifically requested.

¹ Where it is possible the editor has given prices for publication noted in this section. The omission of a price does not necessarily indicate that the publication is free.

The September 15, 1950, issue of *Sales Management* contains a classified list of basic reference sources in the fields of management, marketing, sales, advertising and general information. The bibliography was compiled by the Publishing Division of the New York Chapter, SLA.

At the suggestion of *Sales Management*, the Publishing Division questioned 250 SLA librarians, requesting that they select, from all materials familiar to them, the sources which have proved most useful in answering the thousands of queries put to them by sales and advertising executives. The list can be used to establish an efficient sales-advertising library but will be equally useful to already established libraries in bringing their sources up to date.

The article is illustrated by a photograph of Anne Celli, librarian of *The American Weekly Plan and Research*.

* * *

"Southwest Sources of Chemical Information" is the subject of a paper by Will H. Shearon, Jr., which appears in the August 28, 1950, issue of *Chemical and Engineering News*. The author describes the multiplicity of sources of information resulting from the widespread and current interest in the industrial potentialities of the Southwest and tells how to locate and utilize this wealth of published data.

* * *

The library profession has been well represented in the columns of the current journals of late. *Public Utilities Fortnightly* for September 14, 1950, contains an article by SLA's editor, Alma C. Mitchill, entitled "The Company Library—A Tool of Management." In this eight-page article, Miss Mitchill, librarian of Public Service Electric and Gas Company, Newark, New Jersey, shows the necessity of a library to a public utility company, how it can be made most effective, what its true functions and possibilities are, the requisite size and its cost in relation to the company's size and operations. Reprints of this article are available from Miss Mitchill at a cost of 25 cents each.

* * *

The Committee for Economic Development, which is a non-profit, non-political organization of business men and educators devoted to objective research and education, has recently issued a pamphlet entitled *ECONOMIC POLICY FOR REARMAMENT*. It embodies a set of proposals advanced by the Committee to meet rearmament needs, curb inflation, and strengthen and expand the American economy. (Committee for Economic Development, Dept. A, 444 Madison Avenue, New York 22, New York, 1950. 22pp. Single copies available free)

The lead article in the August issue of the *Library Journal* is a contribution of the Librarian of Congress, Dr. Luther Evans, on "The Administration of a Federal Government Agency." In this very readable article, Dr. Evans relates some of the problems which confront him in maintaining the high standards of the Library of Congress.

* * *

"The Case for Company Libraries" which appears in the August issue of *Advertising Digest* is a condensation of an article which was originally published in the *Detroit Purchaser*. Amusingly written, this is an account of the importance of the company library in keeping personnel up to date on pertinent questions.

* * *

The fifth annual edition of the 1950 *LIFE INSURANCE FACT BOOK* is now available. (New York, New York, Institute of Life Insurance, 488 Madison Avenue, 1950. 96pp., tables and charts.)

* * *

Announcement was made in August 1950 by the Hungarian Academy of Sciences in Budapest of the inauguration of a publications program which will include fifteen technical periodicals. Articles in the journals will be published in Russian, English, French and German. These publications are available on an exchange basis and arrangements may be made by addressing the Library of the Academy.

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Have you heard....

Anne Nicholson Honored at Initial Fall Meeting of Philadelphia Council

Anne Nicholson, recipient of the 1950 SLA Award in recognition of her work in compiling the *Numerical Index to the Bibliography of Scientific and Industrial Reports, Volumes 1-10, 1946-1948*, was the guest of honor at the first fall meeting of the Special Libraries Council of Philadelphia and Vicinity. Miss Nicholson is librarian of the Pennsylvania Salt Manufacturing Company in Philadelphia.

Dr. Harold Lancour Awarded Research Grant

Dr. Harold Lancour, Assistant Director of the University of Illinois Library School, is the first librarian to be awarded a research grant under the Fulbright Act. Dr. Lancour will spend the 1950-1951 academic year in England to make a comparative study of the English and American methods of training librarians.

While there, he will be attached to the British Museum and the University of London School of Librarianship. Dr. Lancour will also visit each of the six regional library schools

in the provinces of Great Britain and several of the principal library training institutions in France, Belgium, Scandinavia and Germany.

Dr. Lancour will also attend several library conferences including the International Federation of Library Associations meeting in London late in September and the UNESCO conference on bibliographical service in Paris in November.

Dr. Thelma Eaton, Associate Professor of Library Science, will serve as Acting Assistant Director during Dr. Lancour's absence. Dr. Charles H. Brown, past-president of the American Library Association and formerly librarian of Iowa State College, has been appointed Visiting Professor in the Library School for the first semester.

Northeastern University Starts Construction of New Library Building

Northeastern University, Boston, has started construction on its new \$1,500,000 Library Building five months ahead of schedule. Ground-breaking for the new structure, the fifth in the seven-building campus plan, took place in August. President Carl S. Ell pointed out that the Korean crisis, and the defense program made it desirable to start work immediately on the new building so that expanded facilities will be available as soon as possible for any effort the government may ask of Northeastern in time of emergency.

The fund-raising campaign to finance the building will proceed simultaneously with construction.

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Adventures in Exchange

(Continued from page 297)

cal business houses and stores with library activities.

If this report of my travels in the land of exchange encourages some who have been hesitating it will have achieved its purpose. Such effort is quite possible in a one man library with clerical assistance. Help may often be secured from others in the organization, from the library's clientele, and, in a college or university, from the students and faculty. Your enthusiasm and interest in the land of exchange can stimulate the desire in others to participate and travel with you. Bon voyage.

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The U. S. Navy Library System

(Continued from page 281)

erly to oversee the administration of the system. Thus certain economies could be recommended under a centralized purchasing control and a stronger chain of authority would be established to direct the entire effort. In the realization that such a development is somewhere in the future, it is felt that the present system is being conducted as efficiently and with as great an emphasis on service as is possible.

Ohio River Division Library: Its Operation and Control

(Continued from page 283)

Chemical Society, are the most familiar.

Other publications that are useful as far as compiling materials for a bibliography are concerned are *Applied Mechanics Reviews*, published by the American Society of Mechanical Engineers. This publication presents reviews of world literature in such branches of applied mechanics as *Mechanics of Solids*, *Mechanics of Fluids*, *Heat*, *Acoustics*, *Soil Mechanics* and *Geophysics*.

Another publication useful in assisting the compiler of bibliographies is the English publication known as *Building Science Abstracts*. It is published by the Department of Scientific and Industrial Research. The items are compiled by the Building Research Stations at Watford, England. The abstracts are not limited to English publications, but the pertinent literature from all countries is reviewed. Such subjects as Stone, Clay and Clay Work, Lime and Plaster, Cement and Concrete, Metals, Timber and Cellulosic Fibre Building Materials, Plastics, Paint and Varnish, Miscellaneous Building Materials, Physics and Chemistry, Testing and Research Methods, Soil Mechanics and Foundations, Theory and Perform-

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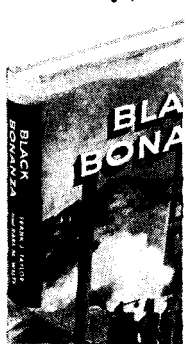
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ance of Structures, Building Construction, Housing and Planning, Plumbing and Drainage, Heating and Thermal Insulations, Lighting, Ventilation and Air-Conditioning, Acoustics and Sound Insulation, and Specialized Construction are included in its reviews. These two, because of the geographical scope of the literature covered are valuable in compiling bibliographies. When combined with the first three, their value is considerably enhanced.

As far as books are concerned, the *Technical Book Review Index*, published by the Special Libraries Association, has proven its value in being of material assistance in selection of technical books. In many instances the books are already in the collection of the public library and this affords an opportunity to examine the books to evaluate them before money is expended towards their purchase. A thorough examination of all book and technical pamphlets review sections of serials to which this library subscribes keeps the laboratory personnel well abreast of material of interest to them.

Bibliographies are usually required for basic engineering studies, research problems along specific engineering fields, and for technical reports issued by the laboratory.

The Reading Interests of Hospitalized Veterans

(Continued from page 290)

cially popular. Also, such books as *The Egg and I*, *The Thurber Carnival*, *Desert Island Decameron*, *Crazy Like a Fox*, and other similar books are much in demand.

Magazines are, of course, tremendously popular and appeal even to habitual non-readers. Picture magazines like *Life* and *Look* are universally popular and appeal to all types of patients. Other magazines of most interest to patients are *Coronet*, *Readers' Digest*, *Time*,

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Newsweek, Esquire, The Saturday Evening Post, Collier's, Field and Stream, and Hunting and Fishing.

Even the most casual glance at the reading interests of hospitalized veterans would show that they are reading a great many books and a great many worthwhile books. Their reading is similar to that being done "on the outside" by the users of public libraries; however, it does seem that the reading interests of hospitalized veterans show the influence of two important factors—their present status as sick people and their former status as servicemen. Being sick and having unaccustomed leisure, hospitalized veterans are finding that reading is a delightful and profitable hobby; having been exposed to excellent Army and Navy libraries, they have become accustomed to good books and have developed critical reading tastes. Librarians who have the responsibility of providing library service for hospitalized veterans have a fascinating and challenging job in catering to many diversified reading tastes.

Quartermaster Food Container Institute Library

(Continued from page 292)

The trade journals represent the milling, baking, refrigeration, packaging, dairy products, fruit and vegetable products, meat products and canning trades. Only the few which contain material which might be of value in the future are retained and bound.

To facilitate use of serial publications in the library, scientific journals, trade journals, U. S. Government publications and industry news are each shelved in separate shelf sections, and arranged alphabetically in each section.

Upon receipt each new issue of every journal is scanned and every article which might be of interest to laboratory personnel is indexed by subject. These subject references are listed in a monthly publication, *Library Notes*, which is

Check this selected list of 1950 publications in special subjects:

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distributed to research personnel of the Institute and to other research divisions of the Quartermaster Corps.

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The library staff consists of two professional librarians and two non-professional assistants. Administration, book selection and cataloging are the principal duties of the librarians. The assistants process periodicals, circulate materials and perform other similar duties.

Close liaison is maintained with other libraries of the Quartermaster Corps, including the technical library of the Philadelphia Quartermaster Depot, technical library of the Climatic Research Laboratory, Lawrence, Massachusetts; Quartermaster Corps Subsistence School Library, Camp Lee, Virginia; and the Office of the Quartermaster General Library, Washington, D. C. In co-operation with these libraries a monthly publication, *Technical References*, is issued which contains a listing of current research reports received by each library and loan information on same, new materials accessioned in each library, abstracts and reviews of articles of interest, and information about new research activities being inaugurated in the various Quartermaster Corps installations.

It is hoped that the Quartermaster Food and Container Institute Technical Library will become one of the strongest technical libraries serving the Quartermaster Corps and the food and container industries of the Chicago area.

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